

## Instructions for PLU Course Online Registration

1. Go to the [www.tattnallschools.org](http://www.tattnallschools.org) home page and login using your username and password
2. Under the "Resources" section, click the "Professional Learning / Certification" link
3. Click the "PLU Database" link. A new window should appear.
4. Log in using your first initial and last name as your username and the last 5 digits of your social security number as your password.

*Example:*

*John Doe whose social security number is 123-45-6789 would log in with:*

***username:*** jdoe

***password:*** 56789

5. Click the "Online Registration" link in the upper left hand corner of the screen.
6. You will see a list of all available courses. To the right of the course title you will see a "Register" link.
7. To register for a course, click the "Register" link beside the course title. The page will refresh and you will no longer see that course in the list. That is because it is now under the "Registered Courses" list.
8. To Unregister for a course, click the "Registered Courses" link in the upper left hand corner of the screen.
9. All courses you are currently registered for will be listed. Click the "Unregister link to the right of the course title to unregister for that course.